



Carnival - Street Fair - Rodeo Application

City of Kansas City, Mo.
Neighborhoods and Housing Services Department
Regulated Industries Division
635 Woodland Ave., Suite 2101
Kansas City, MO 64106 (816) 513-4561

Name of event _____

Applicant's name _____ Applicant's phone number _____

Applicant's e-mail address _____ Applicant's fax number _____

Complete the following based on where the event will be held

Date(s) of event _____ Time(s) of event _____

Location _____
Street address Zip code

Names and phone numbers of two people who will be onsite managing this event

_____/_____

Property owner _____ Owner's day phone _____

This event will be a ☐ public event ☐ private event (invitation only) **Number of attendees expected each day** _____

Type of event ☐ Carnival ☐ Street Fair ☐ Rodeo

Will alcohol be served at this event? ☐ yes ☐ no

List all to be provided ☐ band (see #11 on page 3) ☐ DJ (see #11 on page 3) ☐ dancing (see #12 on page 3)

☐ food/mixed drinks (see #10 on page 2) ☐ tent (see #9 on page 2) ☐ street closing (see #13 on page 3)

Location of event ☐ indoors ☐ outdoors ☐ public park (see #16 on page 3) ☐ other _____

If event will be held outdoors, list the type of barricade that will be used to enclose the event ☐ plastic snow fence

☐ chain link ☐ wood barricade ☐ steel bike racks ☐ other _____

Security requirements (see #8 on page 2) security will be: ☐ armed ☐ unarmed Number of officers onsite _____

Security company _____ Phone _____

If the event will be held outdoors, list the number of porta-potties that will be onsite during the event _____

THE FOLLOWING ITEMS MUST BE SUBMITTED TO RECEIVE A PERMIT

☐ For outdoor events, you must apply for a "KCMO Outdoor Event Permit" and have a "PENDING" status ([visit www.kceventhub.org](http://www.kceventhub.org) for more information)

☐ **\$25.00 daily inspection fee** – To defray the expense of daily inspection (see #19 on page 3 for more information)

☐ **Carnival, street fair & rodeo checklist completed** – All steps and items listed must be complete (visit our web site <http://kcmo.gov/neighborhoods/regulated-industries-2/other-licenses-and-permits/> to download the checklist)

☐ **Letter from the property owner** approving the event

☐ **Detailed diagram** of the layout of the premises (see #7 on page two for more information)

☐ **Health Permit or Temporary Event Health Permit** (see #10 on page two for more detailed information)

FOR AN EVENT WITHOUT A KCMO OUTDOOR EVENT PERMIT APPLICATION WITH PENDING STATUS (via kceventhub.org), AN APPLICANT MUST SUBMIT THE FOLLOWING:

☐ **Security Provider Contract** outlining the details of security to be provided during the event

☐ **Fire Department clearance** where the event will be held (see #9 on page two for more information)

☐ **Noise Permit** – outdoor events only (see #11 on page three for more information)

☐ **Dance Hall Permit** (see #12 on page three for more information)

☐ **Street Closure Permit** (see #13 on page three for more information)

☐ **Temporary Use Permit** (see #16 on page three for more information)

☐ **Certificate of occupancy or occupant load certificate** – **ONLY if requested** (see #14 & #15 for information)

☐ **Parks & Recreation Approval Letter** allowing park access (see #17 on page three for more information)

I agree to permit entry to any officer or investigator who may have legal authority for the purpose of inspection or search. I further agree to comply with the ordinances of the City of Kansas City, Mo., and the laws of the State of Missouri.

I, _____, do swear that the information given in this application is true and correct to the best of my knowledge and belief.

Signature of applicant

Date

OFFICE USE ONLY – DO NOT WRITE IN SPACE BELOW

-----INVESTIGATOR-----

Application recommended for: ☐ Approval ☐ Disapproval Date: _____

Reason(s) for recommendation of disapproval of application / permit (if any) _____

Regulated Industries Division Legal Investigator

-----INVESTIGATIONS SUPERVISOR -----

Application recommended for: ☐ Approval ☐ Disapproval Date: _____

Comments: _____

Regulated Industries Division Investigations Supervisor

----- MANAGER -----

Application: ☐ Approved ☐ Disapproved Date: _____

Comments: _____

Regulated Industries Division Manager

Requirements & policies governing catered events

1. Please refer to the “checklist for carnivals, street fairs and rodeos” for more information regarding further requirements.
2. Applications must be filed with the Regulated Industries Division no less than 14 days prior to the scheduled event. A person seeking to operate a carnival, street fair or rodeo shall first file with the director of neighborhoods and housing services or designee an application on a form provided by the city. The application shall be filed not less than 14 days before the date of the first day of the event. **Sec 12-213(a)**
3. The director of neighborhoods and housing services or designee shall send out written notification to all property owners and neighborhood associations registered with the city planning and development department whose boundaries are wholly within or intersected by a radius of 500 feet from the center of the proposed premises of the carnival, street fair or rodeo. The notification form shall include the location, dates and times of the proposed carnival, street fair or rodeo and all types of entertainment to be provided. A carnival, street fair or rodeo applicant shall furnish with the application two coordinates, expressed in feet, based on the North American Datum 1983 Missouri West State Plane Coordinate System, identifying the center of the premises from which the carnival, street fair or rodeo will be held, or, the applicant may ask the director or designee to make that determination for them. **Sec 12-216(a)(b)**

4. Every person obtaining a permit to operate, carry on or conduct a carnival, street fair or rodeo in the city shall agree as a condition thereto to fully comply with every ordinance of the city, and if such person or anyone employed thereby or operating with permission thereof shall violate the provision of any ordinance of the city, the director of neighborhoods and housing services or designee is hereby authorized to revoke and cancel such permit upon his determination that there has been such violation of any of the provisions thereof. **Sec 12-217**
5. The director, after he shall have issued a permit for the operation or conduct of any carnival, street fair or rodeo, shall have the authority to cancel and rescind such permit at any time after its issuance that he finds that the operation of the carnival, street fair or rodeo is in conflict with any of the requirements set out in this division or is being operated contrary to the expressly stated plans of the carnival, street fair or rodeo or is so conducted or operated as to endanger substantially the public peace, health, safety and welfare of the neighborhood. **Sec 12-219**
6. **Barriers** – A description must be included that describes the type(s) of barrier(s) that will be used to close the street that will prevent alcoholic beverages from leaving the controlled area.
7. **Diagram** – Provide a diagram of the proposed site and include all points of service where the distribution/sale of alcohol will take place. If the event is to be held outside, the diagram must show how the alcohol will be contained. The diagram must show all of the outdoor seating (if any), the location of porta-potties, the location of the traffic barriers, where security will be located, and a measurement of the entire outside perimeter of the event.
8. **Security** – Submit a copy of the security contract outlining what security measures will be taken for crowd control. Include the number of employees and the number of security officers that will be used to supervise the event.
9. **Fire Permit/Place of Assembly Permit** – A copy of the Fire Permit (indoor event) or Place of Assembly Permit (outdoor event if a tent is used) from the City of Kansas City, Mo., Fire Marshal's Office, 635 Woodland Ave, (816) 784-9100. **Sec 12-218**
10. **Health Permit** – A copy of the health permit or **Temporary Event Health Permit** for the premise where the event will take place. Health Department, 2400 Troost Ave., (816) 513-6247. A health permit is required under the following circumstances: **Sec 12-213(b)(1)**
 - a. If the premise has a health permit and food will be cooked in the kitchen but will be brought outside to be served to guests by setting up equipment (coolers, chafing dishes, hotboxes) to hot/cold hold and dispense, portion, or serve food *outside* the permitted facility.
 - b. If the premise has a health permit but the food is cooked and served outside, a temporary event permit is required to cook and/or prepare the food outside of the permitted facility.
 - c. If an existing restaurant-bar is catering alcohol onto an unlicensed premise where mixed drinks or wine will be served, a catering permit or temporary event permit is required depending on the type of event.
 - d. If an existing restaurant-bar is catering alcohol & food onto an unlicensed premise, their existing health permit will not cover the event as they will need to apply for either a catering permit or temporary event permit depending on the type of event.
11. **Noise Permit** – Outdoor Events – If a band, DJ or other amplified sound will be taking place on the premise, a noise permit will be required from the City of Kansas City, Mo., Health Department located at 2400 Troost Ave., (816) 513-6247. **Sec 12-213(b)(1)**
12. **Dance Hall Permit** – If there will be dancing at the event, a Dance Hall Permit must be obtained from the Regulated Industries Division (\$15 per day). **Sec 12-218**
13. **Street Closure Permit** – If a public street will be blocked off for the event, a permit for a street closure must be obtained from the City of Kansas City, Mo., Public Works Department. **Sec 12-218**
14. **Certificate of Occupancy** – A copy of the certificate of occupancy for the premises hosting the may be needed. City Planning and Development Department in City Hall, 414 E. 12th St., (816) 513-1500, Option 4. **Sec 12-214**
15. **Occupant load certificate** - A copy of the occupant load certificate which states the interior occupant capacity of the premise may be needed. City Planning and Development Department in City Hall, 414 E. 12th St., (816) 513-1500, Option 4. **Sec 12-214**
16. **Temporary Use Permit (Not Required when ride is up for less than three (3) days on City property)** – The director of neighborhoods and housing services or designee shall not issue a permit for carrying on or operating a carnival, street fair or rodeo until he shall have first ascertained from the board of zoning adjustment of the city that the particular proposed location does not conflict with the zoning ordinances of the city. Before submitting an application, contact the City Planning and Development Department to receive a Temporary Use Permit to operate at your proposed location as this is a requirement for all outdoor concerts, festivals, carnivals, street fairs & rodeos – **City Planning and Development Department** in City Hall, 414 E. 12th St., (816) 513-1500. **Sec 12-214**
17. If the event is to be held in a public park, you will need to receive authorization from the Board of Parks and Recreation Commissioners – 4600 E 63rd Street, (816) 513-7500. **Sec 12-218**
18. As required by **section 34-369** of the Code of Ordinances of the City of Kansas City, Missouri, all medical staff are required to have current issued city clinical privileges from the Office of the EMS Medical Director. For more information, call (816) 513-6262 or visit them at 2400 Troost Ave., Suite 4200, KCMO 64108, located within the KCMO Public Health Department.
19. A fee of \$25.00 per day shall be charged to each carnival, street fair or rodeo, or to the persons operating such carnival, street fair or rodeo, for the purpose of defraying the expense of daily inspection of such carnival, street fair or rodeo to see that it conforms with the requirements of this division during each of the days it operates in the city. Such fee shall be paid to the director of director of neighborhoods and housing services or designee, who shall have charge of seeing that the inspection is made. **Sec 12-218**